

**Water/Wastewater Commissioners’
Meeting Minutes
July 5, 2011**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held on June 21, 2011 with one amendment. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the June 2011 Bill Commitment 110630 and for the June 2011 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the June 2011 Bill Commitment 110630 and for the June 2011 Final Bills issued.

Vacation Approval – Superintendent Boucher requested approval of his use of accrued vacation time during Friday, August 5, 2011 through Friday, August 12, 2011, saying that he would be in New Hampshire and can still be reached via the cell phone. Commissioner White asked if the road projects would be covered. Mr. Boucher said that if they are still running, he will not be too far away to swing in and check on the projects. Vice-Chairman Putnam made the motion to approve the Superintendent’s vacation August 5 – 12, 2011. Commissioner White seconded the motion. All voted in favor.

Discussion/Information Items:

Water Rules and Regulations, Update & Abatement Form – Superintendent Boucher said that the update for review is to add a section to the current regulations, and sample language for the Water and Sewer Abatement Application form was distributed for review, which is intended to be completed by customers who request an abatement of expenses incurred for approval by commissioners. Mr. Boucher said the changed literature is consistent with the Tax Collector’s language and the set of articles in the Rules and Regulations, as well as explanation for completing the Water/Sewer bill abatement application form. There is a 90 day submission deadline to file the abatement application with the Utility upon receipt of the bill, with the ability to go back twelve months (four billing periods) from the date of the bill, with the commissioners having 60 days upon receipt to respond to the applicant. Mr. Boucher said there have been occasions, such as when the MUNIS customer database was initialized,

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when a residential customer has been billed as a commercial account. Chairman Courage suggested presentation at a future meeting with the insertion of language be added, along with reference to a corresponding effective date, for the Board of Commissioners' signature to reflect approval of such an amendment to the current Water Rules and Regulations. Superintendent Boucher said he will have the signature page, Table of Contents section updated (citing the amendment date) as well as the amendment to the Rules & Regulations at the next Board of Commissioners' Meeting, scheduled for July 19th. Commissioner White asked for clarification as to the statement "...good cause can also be established by showing poverty and the inability to pay the bill" and whether it might be open ended enough to pertain to most every bill issued. Mr. Boucher said most of the language utilized is repeated from the language used within the Tax Collector's documents. Vice-Chairman Putnam said the Board of Commissioners still reserves the right to make case-by-case decisions and can extend leniency and/or abate a portion of a bill. Mr. Boucher added that the Jess Hardwick, Water Utilities Billing Clerk, will suggest options available to customers who are experiencing a financial hardship, and said some abatement requests are initiated by the Milford Welfare Director. Mr. Courage said he is confident that those deserving of an abatement approval from the commissioners do receive approval and feels that customers have not misused the abatement approval system. Commissioner White agreed.

Septage Receiving Facility – Mr. Boucher distributed the emailed update provided by Mr. Rene LaBranche, Stantec Consulting, regarding the Septage Receiving Facility project. Commissioner White said he is disappointed with the project delays.

Curtis Well Field – Update – Mr. Boucher said he will contact Chris Berg, Wright-Pierce to schedule the electrician within the next two weeks to work on the transfer switch and wiring. The transducer and conduit work yet to be completed was discussed. He said a conservation plan is necessary and he is receiving assistance from Mondeau Associates and Derrick Bennet of the NH DES toward drafting an acceptable plan for approval to put the well on-line, perhaps as early as the 18th, after the electrical portion has been completed.

Sewer Rehab Project Update – Mr. Boucher informed the Commissioner that the Insituform crew was on Dearborn Street today and finished cutting in all the services. He said the National Water Main Cleaning crew would be coming in the following week to do the manhole sealings. Chairman Courage asked if Mr. Boucher would know how much project money remained in the account by the time the National Water Main crew would return. Mr. Boucher said he has been tracking expenses and has a good handle on the remaining funds, adding that judging by the quote received, there should be enough money left over for purchasing top hats for leaking services.

Union Street Water Main Replacement Project Update – Commissioner White said he noticed this project had begun, and while he was happy that the project was underway, he had expected that bids from contractors would have been solicited and submitted for price comparison and selection prior to the project start-up. Mr. Boucher explained that four bids had been solicited locally, but only two had been received, from Danforth and Iberra. Mr. Boucher said that he welcomed contractor inquiries as to project status and/or equipment needs, should the commissioners like to refer such inquiries. He said that, going forward, he would be sure to inform the commissioners as to contractor selections, project start-ups and deliveries of heavy equipment to project sites. The project progress was discussed. Mr. Boucher said that the appropriate financial accounts had been established so that the labor and equipment rental expenses incurred are being tracked/submitted to the Finance Department without affecting the regular water budget accounts.

Separation of Water Services – 48 & 50 Union Street – Mr. Boucher said that while the Union Street Water Main Replacement project service connections were being handled, it was decided to be a good time to separate the water services and related billing for this duplex. The commissioners agreed the circumstances of one service having been connected via another service warranted correction and agreed the timing was optimal for the crew to do this work. Mr. Boucher said that the temporary water services and boards covering driveway ends were being monitored so that homeowners were not being inconvenienced and pipe damages could be corrected in a timely manner.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said that there seems to be an issue with the turbo function of the Cummins facility generator. Commissioner White recommended FM Generator be contacted.

Mr. Boucher will check on the status of the Sewer Rate Study with Jack Sheehy, Director of Financial Operations.

Reviewing the activities report, the commissioners were pleased to learn that Mrs. Susan Snyder, Laboratory Supervisor, achieved Grade IV wastewater certification. Chairman Courage inquired about in-house staff coverage during absences of the Superintendent, and commented on the cooperative assistance extended to the Public Works Department projects by Water Utilities Department employees.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, July 19, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Commissioner White at 6:45 p.m. Chairman Courage seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date

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